

City of Gloucester City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930 Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL STANDING COMMITTEE

Budget and Finance
Thursday, February 11, 2010–6:30 p.m.

1st Fl. Council Conference Room – 9 Dale Avenue, City Hall
AGENDA

- 1. Unfinished Business:
 - A) Review of Fire Department grant of December 2009 vote of the City Council (continued from 01/28/10)
 - B) Job Description of City Auditor (continued from 1/28//2010)
- 2. COM2010-004: Letter from IG re: Change Order "Gloucester Roadway" Construction Project
- 3. Memo from DPW Director re: Requesting Approval of Loan Authorization in the amount of \$13.0 million to fund improvements to the City's George P. Riley Wastewater Treatment Plant
- 4. Memo from DPW Director re: Requesting Approval of Loan Authorization in the amount of \$7.0 million to fund the next phase of CSO Long Term Control Plan
- 5. Memo and Special Budgetary Request Transfer Request (#10-20) from Police Chief
- 6. Memo and Special Budgetary Request Supplemental Appropriation from Principal Assessor
- 7. Memo from Fire Chief re: Acceptance of \$2,000 grant from the Mass. Dept. of Public Health & Human Services
- 8. Memo from Treasurer-Gloucester Committee for the Arts re: Acceptance of \$2,500 grant from the National Endowment for the Humanities
- 9. Memo from Operations Manager-Public Properties re: permission to pay two invoices which have exceeded the amount of the purchase order
- COM2010-006: Memo from Mayor re Gloucester School Comm. F&Y11 Budget Guidance
- 11. Report from City Auditor re: Accounts Having Expenditures Which Exceed Their Appropriations
- 12. Update from CFO re: FY10 Budget
- 13. Other Business

COMMITTEE

Councilor Steven Curcuru, Chair Councilor Paul McGeary, Vice Chair Councilor Jacqueline Hardy

<u>Committee members – Please bring relevant documentation</u>

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor, Jim Duggan
Barry Boyce; Jeffrey Towne
Suzanne Egan
Mike Hale; Mark Cole
Police Chief Michael Lane; Fire Chief Phil Dench
Sarah Garcia

10 FEB -4 PMI2: 00

CLOUCESTER, MA



Gloucester City Council CERTIFICATE OF VOTE Certificate Number: 2009-260

The Gloucester City Council, at a meeting held on, TUESDAY, December 15, 2009 at 7:00 p.m. In the Fred J. Kyrouz Auditorium, City Hall voted to approve the following action:

IN CITY COUNCIL:

MOTION: On motion of Councilor Ciolino, seconded by Councilor Devlin, the City Council voted 6 in favor, 0 opposed 1 abstention (Hardy), to accept the Staffing for Adequate Fire and Emergency Response grant from the Department of Homeland Security for a total of \$388,125.00. This money is to be used for overtime required to maintain current staffing and service levels that have not been met due to personnel reductions and budget restraints.

Linda T. Lowe, City Clerk

APPROVAL OF THE MAYOR

VETOED BY THE MAYOR

Carolyn A. Kirk, Mayor

All Ordinances shall become effective 31 days after passage except: Emergency Orders shall become Effective Next Day

Zoning Changes shall be Effective Next Day.

City Ffall Nine Dale Avenue Gloucester, MA 01930



CITY CLERK GLOUCESTER, MA

FAX 978 10 FEB - 2 PM 2: 35

CITY OF GLOUCESTER

DEPARTMENT OF LAW

January 29, 2010

Ms. Nayenday Thurman Office of Business Development One Ashburton Place, Room 2101 Boston, MA 02108 <u>Via Facsimile 617-788-3605</u>

Re: City of Glocuester MORE Grant

Dear Ms. Thurman:

This is a follow up to our telephone conversation of this week regarding the Inspector General's January 4, 2010 letter about the City of Gloucester's administration of the MORE grant project for Gloucester Crossing.

The City has reviewed the Inspector General's letter and takes exception to the conclusions drawn. The Inspector General's conclusions are based on a misunderstanding of the facts.

The IG's report contends that the first change order misrepresented the facts and that the money was used to speed up work and pay overtime for work that the City and the contractor knew had to be performed in a timely fashion. In fact, the first change order was merely a result of construction sequencing. The finish work for \$518,000.00 was deleted and other work that was a part of the original bid document and approved under the grant was substituted. Thereafter when the construction timetable allowed, a second change order was added and the finish work was performed for \$518,000.00. The change order states that no additional money was spent under the contract, it was merely an administrative change. Further, the change order was not used to speed up work, in other words, it was not used to pay overtime, but to do the work awarded under alternate 1 and 2.

I hope this resolves any and all issues raised by the Inspector General's letter. If you have any questions please feel free to contact me.

Very truly yours,

Suzanne P. Egan General Counsel SPE/kml

Ce

Jim Duggan, CAO

Mike Hale, DPW Director



GLOUCESTER CITY COUNCIL 2010

COMMUNICATION

RECEIVED: 01/12/2010 **NUMBER: COM2010-004**

NUMBER OF PAGES: 11

Letter from IG regarding Change Order "Gloucester SUBJECT:

Roadway" construction project



The Commonwealth of Massachusetts
10 JAN 12 PM 12: 42

JOHN W. McCORMACK STATE OFFICE BUILDING ONE ASHBURTON PLACE ROOM 1311

CITY CLERK

BOSTON, MA 02108 Tel: (617) 727-9140 Fax: (617) 723-2334

January 4, 2010

INSPECTOR GENERAL

George Ramirez, Esq. General Counsel Office of Business Development One Ashburton Place, Room 2101 Boston, MA 02108

Dear Mr. Ramirez:

Notice is hereby provided to you in accordance with the Rules of Procedure of the Office of the Inspector General (945 CMR 1.09(3)(c)) of the content of certain investigative information developed by the Office of the Inspector General (OIG) concerning a construction change order paid for through a Massachusetts Opportunity Relocation and Expansion Jobs Capital Program Grant (MORE Grant) issued by your office to the City of Gloucester (City) in 2009, the subject of which may be appropriate for further review and administrative action by your office.

The OIG has reviewed a change order on the \$1.3 million "Gloucester Roadway" construction project (contract No. 99060). The roadway connects Route 128 through public property to a new private mixed use development. The City partially funded this contract by using a \$2.5 million MORE Grant awarded by the Executive Office of Economic Development (EOED). The OIG reviewed the change order to review whether MORE grant funds had been used properly.

Based on this review, the OIG believes that the City may have misrepresented the reason for this change order and for altering the contract scope. As a result, grant funds may have been used improperly. The OIG is requesting that EOED review the issue to determine if grant funds should be returned to the Commonwealth.

The City awarded the roadway construction contract on January 13, 2009. The City approved change order number one nearly a month later on February 12, 2009. The City classified the change order as "no cost" because the added costs would be funded by contract scope reductions, essentially a redistribution of contract funds. The change order called for the following "reduction of finish items":

George Ramirez, Esq. January 4, 2010 Page 2 of 4

item	Amount
Electric and Light Poles	\$ 81,000
Pavement	195,000
Loam and Seed	28,000
Guard Rail and Fence	30,000
Line Striping/Signs	29,000
Concrete and Curbs	155,000
Total "reduction of finish items"	\$518,000

The change order document used the following justification for the change order:

Due to date restrictions of the conservation commission not know[n] at the time of the bid the contractor is requesting to reduce the finish items and include additional work to bring the entire Gloucester Crossing Road to gravel base grade.

In other words, to avoid permit restrictions the contractor needed to speed up the work schedule to meet contractual work completion deadlines in May 2009. This work speed up would be paid for by cutting scope items from the contract. These reduced items would have provided amenities such as lighting, sidewalks and fencing on the public property through which the road was being built – property which borders a school building. The change order resulted in a shift of nearly 40 percent of project funds to pay for what amounts to overtime.

The City's Conservation Commission, by virtue of its permitting authority, imposed date restrictions on the project through the Order of Conditions issued by the City to the Gloucester Crossing developer on May 24, 2007, almost two years before the change order. The special condition placed a restriction on construction work within 100 feet of vernal pools between March and June. The construction contract required the contract to complete the project by the end of May 2009.

This OIG believes the following raises questions about the both the justification and ultimately the need for the change order and "reduction" in scope:

The City issued the Order of Conditions in May 2007, long before the award of the construction contract. The Order was recorded at the Southern Essex Registry of Deeds on March 17, 2008. Also, the design firm and a major construction subcontractor for the roadway project worked for the developer on the private portion of the Gloucester Crossing as well. They would have been aware of the conservation restrictions before the roadway project.

George Ramirez, Esq. January 4, 2010 Page 3 of 4

- > The construction contract incorporates "special conditions" by reference. Contractors are usually held responsible for knowing the permitting restrictions and other conditions relating to performance.
- Minutes of a pre-construction conference in January 2009 between the City and the contractor indicate that the project managers informed the contractor directly that "any work within the contract limit must comply with the Order of Conditions . . the time of year restriction that excludes work within 100 feet of vernal pools during the vernal pool breeding and development seasons is March through June." This same contractor later claimed in the change order justification that the date restrictions had not been known.
- Project officials stated to the OIG that "weather delays" and other scheduling issues and not the special conditions prompted the need for the change order to fund work acceleration to get the schedule back on track.
- In response to a request from the developer, on March 4, 2009, the City's Conservation Commission voted unanimously to override the special condition to allow construction work to proceed within 100 feet of vernal pools during March through June. This would have negated the stated reason for the change order approved less than one month earlier. The contractor would have been responsible for any contractual work deadlines and any work acceleration or speed-up to meet these deadlines should have been the contractor's financial responsibility.

These issues raise concerns about the stated change order justification. It also raises questions about why the City did not reinstate the scope reductions and reallocate funding back to these "finish items" after the Conservation Commission cancelled the schedule restrictions in March 2009.

The City also reallocated other MORE grant funds to the roadway work and applied for and received additional MORE grant funds for the roadway work. The documentation provided by the City does not explain why the contract required what amounted to a 25 percent increase in funding and a nearly 60 percent fund redistribution for this 5 month roadway project.

Based on the above, the OIG suggests that EOED review and consider the following:

- 1) Whether a misrepresentation of the need for the change impacts the grant funding.
- 2) If the deletion of the "finish items" changed the intent of the grant.

George Ramirez, Esq. January 4, 2010 Page 4 of 4

3) Whether the City adequately justified the grant increase. Documents submitted with the MORE grant application indicate that approximately \$1.5 million of the grant was intended for the access roadway and new "public streets." According to documents the following funding changes occurred for this portion of the project:

Deleted scope items per change order to	\$ 518,000
allow work to be completed within restricted timeframe	
Additional MORE funds for lighting	83,000
Additional MORE funds for the roadway	390,000
MORE grant budget change to allow for	750.000
increase in roadway expenditure	750,000
Total	\$1,741,000

4) If any of the deleted "finish items" impacted any commitments made to the City by the developer through the MORE grant application or in the Environmental Impact Report.

Please notify the OIG of your determination and whether your agency will pursue administrative action. If possible we would appreciate a response by January 29, 2009. If you have any questions or concerns, please contact Deputy Inspector General Neil Cohen. Thank you for your cooperation.

Sincerely, Grammy W. Sullar

Gregory W. Sullivan Inspector General

Mayor Carolyn Kirk, City of Gloucester Bruce Tobey, City Council President

CITY CLERK GLOUCESTER, MA

CHANGE ORDER FORM	10 JAN 12 PM 12: 52	SHEET 1 OF 2
Gloucester Crossing Roadway Improvement Project	Recu. from Anditor	Date <u>2/12/09</u>
Gloucester, Massachusetts	Thairek	Project No.
/		Contract No. 99060
		Change Order No. 1
Owner's NameCi	ty of Gloucester	
Owner's Address	ile Street City Hall, Glouce	ster, MA 01930
Contractor's Name J.A	A. Polito & Sons, Inc.	
Contractor's Address58	7 Hartfort Tpke Shrewsbur	y, MA 01545
A-4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		
Item 1		
Description of Change:		
This Change Order is a reduction entire Gloucester Crossing Road	of finish items and inclusion to gravel base grade.	on of additional work to bring
Reason for Change:		
Due to date restrictions of the cor the contractor is requesting to red bring the entire Gloucester Crossi	uce the finish items and inc	Inde additional words to
Backup Information:		
Letter attached dated 2/6/09		
Cost: \$0.00		

SECTION 17.06 CHANGE ORDER

CHANGE ORDER

		27321722	
(based on A.I.A. Docu	ment G701 - 1978)		
PROJECT: School House Road Gloucester Crossing	Improvements And g Roadway Construction	INITIAT	E ORDER NO.: 1 ION DATE: 2-9-2009 ACT DATE: 1-13-2009
TO: J.A. Polito & Son	Inc.		1 10 2007
You are directed to make	te the following changes in this	contract:	
Due to restrict Commission. The Contrinstead include all laborablese.	ed work period to construct tractor is requesting a change or and material required to con	he Gloucester Crossing Road requier to reduce the finish work items to struct the entrie Gloucester Crossing.	ired by the Conservation- from the base contract and ag Road up to the gravel
Not valid unless signed herewith, including any	by both the Engineer and the adjustment in the Contract Sum	e Mayor. Signature of the Contra	actor indicates agreement
The (Contract Sum) (Gra The (Contract Sum) (Gra \$ 0 The new (Contract Sum) The Contract Time will be	aranteed Maximum Cost) prior aranteed Maximum Cost) will be including this Change Order was (increased) by (increased) by (increased) by (increased)	to this Change Order was \$ 1,296,0 or (increased) (decreased) (unchange)	ed) by this Change Order
Traffic Solutions, LLC	7 2-//-09 Date	J.A. Polito & Son. Inc.	2.10.09
	2/12/20	- 1 (& 1)	Date
City Engineer	Date	DPW Director	\S \frac{15 \text{2009}}{Date}
Jun Ben	Aor 2/13/09	Max A. Vish	2/13/19
Purchasing Agent	Date	Mayor, City of Gloucester	Date
General Counsel	2/12/69	/	
	Date riation under M.G.L. c.44, s.316 de:	C: An appropriation is an amount to	cover the total costs of
BY: Certification Office	7		
Constitution Offic	er <u>Title</u>	Data	~~ ~~~

Date

J. A. Polito & Sons Inc

587 Hartford Tpke Shrewsbury, MA 01545

To:

Traffic Solutions, Inc.

50 Franklin Street, Suite 402 Boston, MA 02110

Attn:

Benny Hung

Project: 0805-Gloucester Crossing M.O.R.E. Grant Roadway Project

Dear Mr. Hung,

As per Traffic Solutions and The City of Gloucester request, J.A Polito and Sons is pleased to submit a change order for reduction of finish items and inclusion of addition work to bring the entire Gloucester Crossing Road to gravel base grade. This scope change is to allow portions of the roadway to be completed prior to work date restrictions (conservation commission requirements). It should be noted that these date restrictions were not known at the time of bid submittal.

The attached Change Order #1 depicts the tasks being deducted (finish items) along with a breakdown of the sub grade work added utilizing the unit prices originally submitted.

This change order has no cost impact to the base contract, and only changes the scope of work.

Total Deduct - \$518,000 Total Add +\$518,000

\$1,296,0000

Please contact our office with any questions.

Respectfully.

2-6-09



McMANUS EXCAVATING CO., INC.

361 West Main Street Northborough, MA 01532 Phone: (508) 393-6295 Fax: (508) 351-9256

Change Order Request #1

Owner:

Traffic Solutions, Inc.

50 Franklin Street, Suite 402

Boston, MA 02110

Project: 0805-

Gloucester Crossing M.O.R.E.

PCOType: PCO

Per your request McManus Companies has put together the following change order.

Deduct: total (\$518,000) credit

Base Bid: electric/light poles, saw cut, cold planning, paving, loam and seed, guard rail, fencing, pavement markings, granite curb, concrete curb, sidewalks, handicap ramps.

	Line Item	Amount
005	Electric & Light Poles	(\$81,000.00)
800	Pavement	(\$195,000.00)
009	Loam & Seed	(\$28,000.00)
010	Guard Rail & Fence	(\$30,000.00)
011	Line Striping/Signs	(\$29,000.00)
012	Concrete and Curbs	\$155,000.00)
	Total Deduct	(\$518,000.D0)

Add: total \$518,000 add

Base Bid: the following items have been added per the unit prices stated in the bid documents

Item#	Item with unit bid price written in words	112	it price			
X	General Conditions		•		Units	Total Cost
120.1	Unclassified Excavation	\$	38,000.00	ls	1	\$ 38,000.00
142	Class B Trench Excavation	\$	1.85	cy	3,800	\$ 7,030.00
144	Class B Rock excavation	\$	20.00	су	2,000	\$ 40,000.00
150	Ordinary Borrow	\$	43.00	су	550	\$ 23,650.00
151	Gravel Borrow	\$	9.00	cy	10,500	\$ 94,500.00
170		\$	10.00	Cy	2,000	\$ 20,000.00
201	Fine grading and compaction	\$	1.50	sy	5,000	\$ 7,500.00
	catch basin	\$	3,000.00	ea	7	
201.1	double catch basin	\$	3,500.00	ea	5	,000,00
202	manhole	\$	2,900.00	ea	6	
221	Frame and cover	\$	500.00	ea	-	\$ 17,400.00
222	frame and grate	\$	500.00	ea	6	\$ 3,000.00
241.12	12 inch rep	\$	27.00	lf	12	\$ 6,000.00
241.15	15 inch rep	ě	29.00		300	\$ 8,100.00
241.18	18 inch rcp	*		lf ''	350	\$ 10,150.00
241.24	24 inch rcp	4	32.00	lf	100	\$ 3,200.00
241.3	30 inch rcp	\$	39.00	lf	400	\$ 15,600.00
241,36	36 inch rcp	\$	54.00	lf	75	\$ 4,050.00
291	precast concrete box	\$	67.00	lf	300	\$ 20,100.00
402		\$	18,000.00	ea	0.33	\$ 6,000,00
997	dense graded crushed stone for sub-base	\$	11.00	cy	1020	\$ 11,220.00
991	retaining wall	\$	240,000.00	ls	0.6	\$ 144,000.00
					370	\$ 518,000.00

Change Order R	equest: # 0963-01 - Base Bid Ad	Quantity d/Deduct	UM Unit Price	Amount
,	Base Bid Add./Deduct		LS Total For Change Order	0.00
Approved By: Signed:	Traffic Solutions, Inc.	Submitted By: Signed:	McManus Excavating Compan	y, Inc.
Date:		Date:		

Item

McManus Excavating Co., Inc.

361 West Main Street Northborough, MA 01532

Phone: (508) 393-6295 Fax: (508) 393-7186



Letter of Transmittal

To: Benny Hung

Traffic Solutions 50 Franklin Street, Suite 402 Boston, Massachusetts 02110 phone: (617) 722-9900 x 717 fax: (617) 722-9901

Benny,

Please find the revised schedule of values based on Change Order #1.

	Revised Schedule of	Values
001	Mobilization/Bond	\$95,000.00
002	Erosion Control	\$32,000.00
003	Earthwork	\$323,000.00
004	Drainage	\$509,100.00
005	Walls	\$256,000.00
006	Graveis	\$81,000.00
		\$1,296,000.00

McManus Excavating Co., Inc. 361 West Main Street Northborough, MA 01532 Phone: (508) 393-6295 Ext. 18

Fax: (508) 351-9256

Email: bbernier@mcmanusexcavating.com

Cc: Ken Polito, JA Polito & Sons 587 Hartford Tpke Ste C Shrewsbury, MA 01545 Phone: (508) 842-5300

Purchase Order

CITY OF GLOUCESTER

City Hall

9 Dale Avenue

Gloucester MA 01930

No. 902264

PO REVISED

Prices as quoted are less any and all federal taxes. Please indicate delivery date and any and all discounts.

Invoice/Inquiries to above address All invoices must reference PO number Sales Tax Exempt #: E-046001390

P.O. Date: 01/13/2009

Questions ? Purchasing (978) 281-9710

Account:

P.O. Issued To:

Ship To:

Reference:

J A POLITO & SONS INC 587 C HARTFORD TURNPIKE SHREWSBURY MA 01545

Fax:

Poplar Street DPW Attn: Michael Hale

28 Poplar Street Gloucester MA 01930

(978) 281-9785

Contact: Phone:

Location: Poplar Street DPW

Project: undesignated

Otv 13	nit	Tr		111111111111111111111111111111111111111		Req#	92542	2
		Part#	Description	Account Number	Unit Price	Extended	Тах	Freiaht
129600 E	A		Gloucester Crossing Roadway Constrution as per Cont#99060 change order #1 2/13/09 no money involved		1.00	1,296,000.0	0.00	0.00

APPROVAL SIGNATURES:

The unencumbered balance of the appropriation to be charged is sufficient to liquidate the amount of this order and the amount has been recorded as an encumbrance against said appropriation.

Auditor

hereby certify -

That this order is authorized by a properly executed and approved requisition on file in this office.

Sub-Total: 1,296,000.00 Freight:

0.00 0.00

Total Amount:

Tax 1.296,000.00

City Purchasing Agent To do business with the City of Gloucester, all vendors should be aware of Mass. Gen. Laws (c. 306, c. 149, dec. 44 et seq., c30, sec. 39 et seq.)

To do business with the City of Gloucester, all vendors should be aware of Mass. Gen. Laws (c. 308, c. 149, dec. 44 et seq., c30, sec. 39 et seq.)

1. No work, services, or supplies can be received by any City agency without a proper Purchase Order or Contract in piace.

2. All Purchase Order/Contracts exceeding \$5000 in value will follow the quotation/bid process prior to award, No contracts for Construction-related services subject to MGL Chap. 149, and MGL Chap. 30, sec. 39 will be awarded until all required documentation is received, i.e., Certificate of Eligibility, Diddet Statement, etc.

3. All involces must detail the services performed and/or materials delivered. Any involces submitted for work, services, or supplies performed or provided after the expiration date of a Purchase Order/Contract has been reached will likewise not be honored by the City. All packing slips for delivered goods which are submitted with involce for payment must be signed by authorized 4. Any work, services, or supplies provided without following the above mentioned guidelines are not the responsibility or liability of the City, and any involce that violates these provisions will not be nonored for payment.

Mail

ENTITY COPY 1 of

Friday, February 13, 2009

Page

Public Works 28 Poplar Street Gloucester, MA 01930



TEL 978-281-9785

FAX 978-281-3896

mhale@ci.gloucester.ma.us

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

RECEIVED

JAN 1 4 2011

<u>MEMORANDUM</u>

Mayor's Office

Date: 5 January 2010

To: Mayor Carolyn Kirk

CAO, James Duggan CFO, Jeff Towne

From: Michael B. Hale, Director of Public Works

RE: Waste Water Plant Improvements (Phase II WWIP)

ACOP-NE-09-1N002

This memo is to request a loan authorization of \$13.0 million from the City Council to fund improvements to the City's George P. Riley, Wastewater Treatment Plant (WWTP). The improvements were indentified as part of the Comprehensive Plant Evaluation (CPE) study. The study revealed that many of the twenty-four year old plants basic functions are in need of replacement or upgrade. The Phase II improvements will provide a safe work environment to staff and contract operators, while also protecting the facility and the surrounding natural environment. The Massachusetts Department of Environmental Protection has issued a consent order (ACOP-NE-09-1N002) requiring the plant improvements. The project is currently on the 2009 Clean Water State Revolving Fund Final Intended Use Plan (IUP).

The Department of Public Works staff will be available to answer questions from the City Council and subcommittees. If additional information is required, please contact my office.

Al 10 1...

Mayor's Office

Public Works 28 Poplar Street Gloucester, MA 01930



TEL 978-281-9785

FAX 978-281-3896

mhale@ci.gloucester.ma.us

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 5 January 2010

To: Mayor Carolyn Kirk

CAO, James Duggan CFO, Jeff Towne

From: Michael B. Hale, Director of Public Works

RE: Request for Loan Authorization from City Council

Combined Sewer Overflow (CSO) Modified Consent Decree and Long Term Control Plan

CSO Areas 004, 004A 005(1&2) & 006 Design and Construction

This memo is to request a loan authorization of \$7,000,000 from the City Council to fund the next phase of planning, design and construction related to the above referenced CSO Long Term Control Plan. Attached are maps of the affected area under this order.

History

The City of Gloucester entered into a Modified Consent Decree with the USEPA and MassDEP on September 2, 2005. Among other provisions, the MCD requires the City to complete the following design and construction projects:

Phase I) Install a new drain outfall at Pavilion Beach and new drain pipe up Washington Street to allow sewer separation in the CSO-002 area.

STATUS = Complete in October of 2007

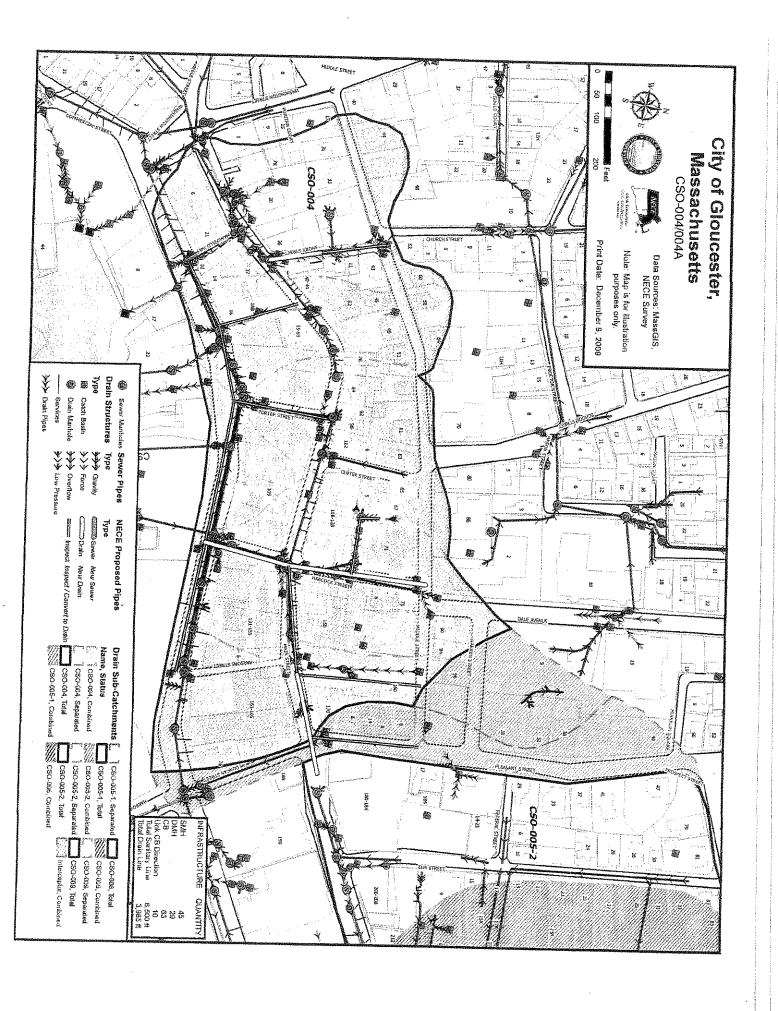
Phase II) Design and construct sewer separation in the CSO-002 area, involving installation of new drain and/or sewer pipes to remove "clean" rainwater and groundwater from the sewers and directing them to the new "Washington Street drain and outfall".

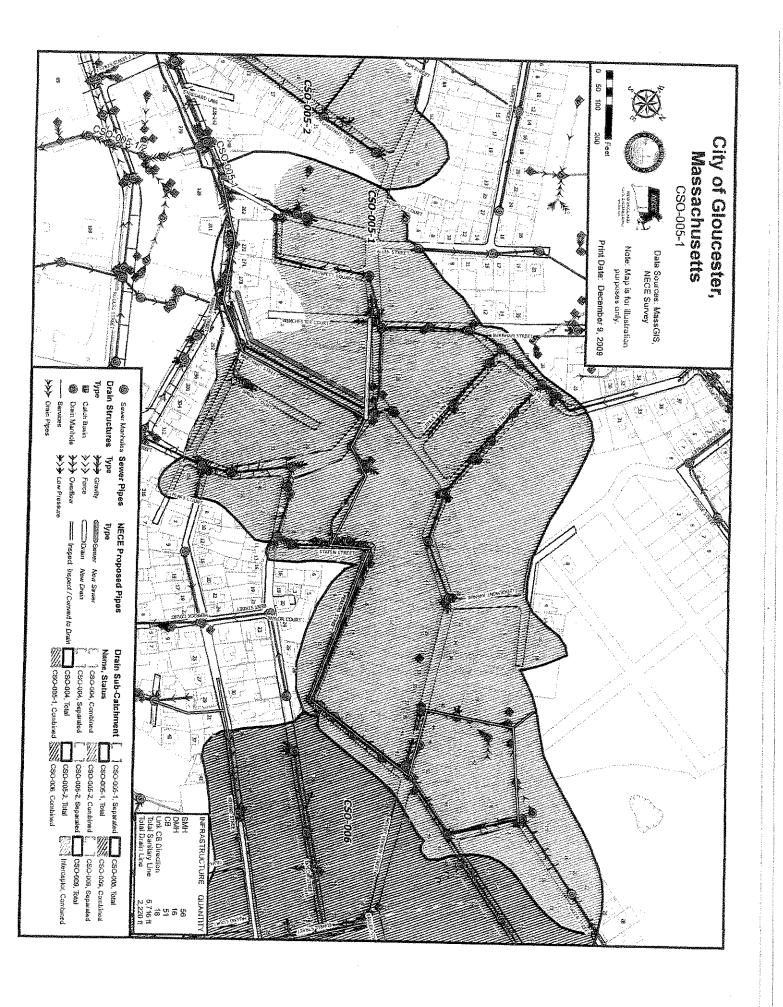
STATUS = Design complete, construction is currently underway by P. Gioioso & Sons contractors and is scheduled for completion next summer.

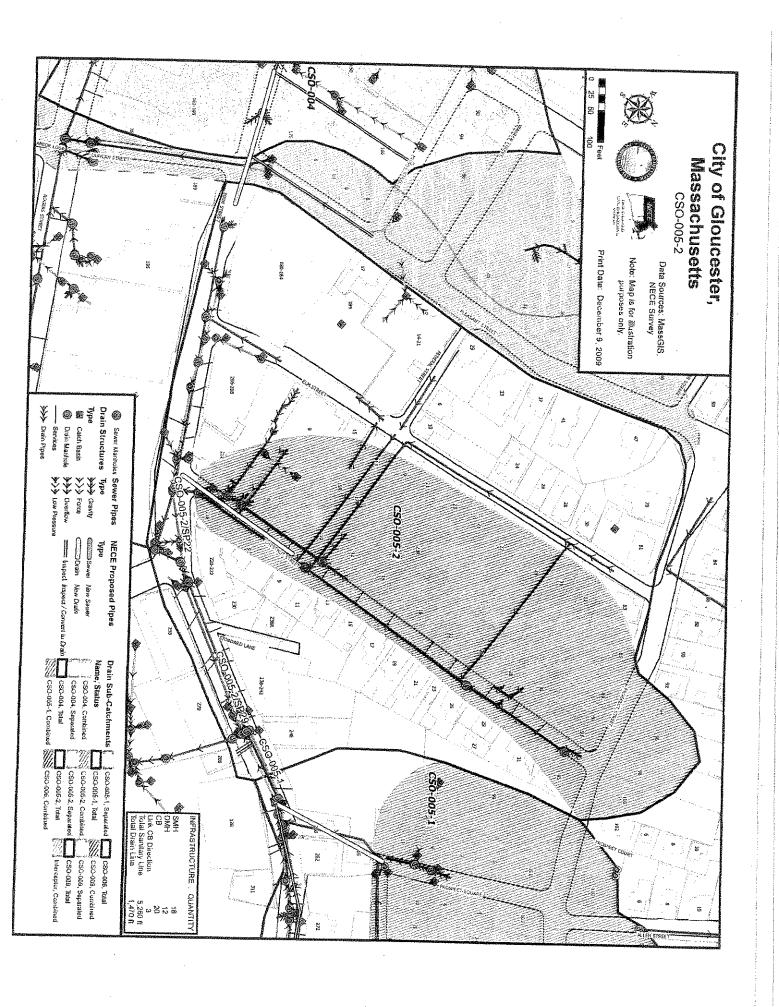
Phase III) Design a new drain outfall and sewer separation for the CSO-005 area by October of 2009 and construct by June of 2011. Design new drain outfall and sewer separation for the CSO-006 area by October of 2010 and construct by June of 2012.

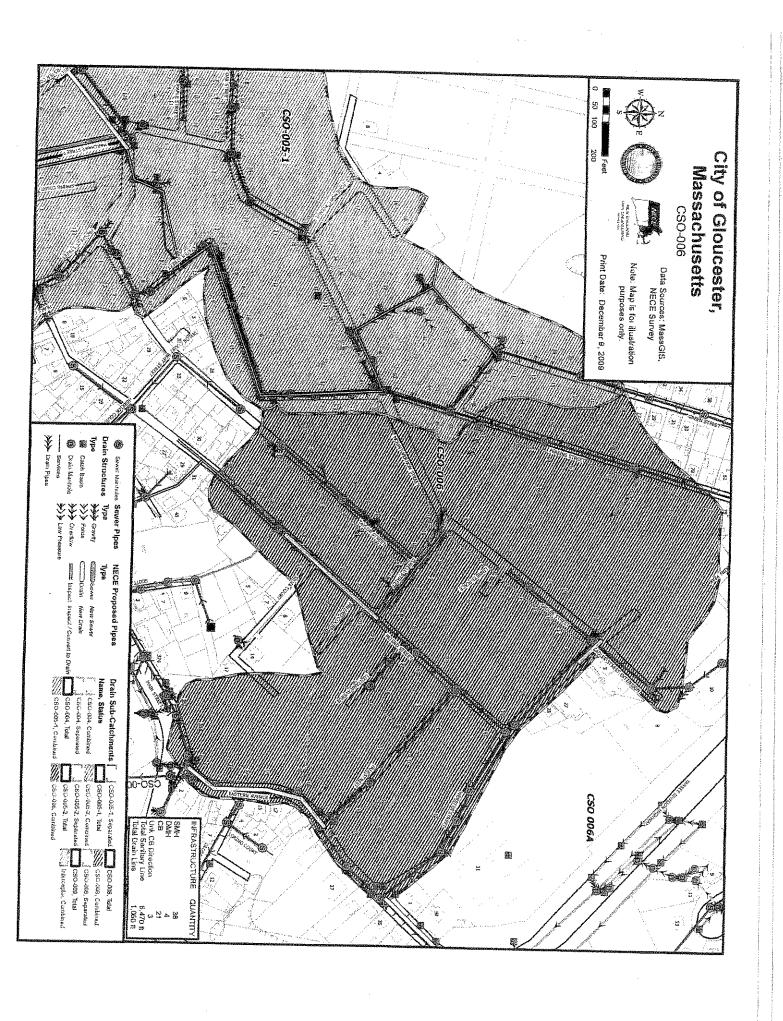
STATUS = Incomplete, the scope and schedule for this project has been the subject of negotiation and MassDEPU/SEPA has allowed the City to pursue a modified approach which includes field investigations and design by September of 2010.

NOTE: The MCD currently requires the City to complete the Phase III plan as described in the Long-Term CSO Control Plan (LTCP) which estimates the project cost at \$12.6 million. The modified Phase III project (as shown on attached .pdf maps) is projected to cost \$7.0 million with higher cost-effectiveness. Field investigations and preliminary design need to be completed to determine if the modified Phase III project will achieve the required goals of the MCD (and receive MassDEP approval), so MassDEP has agreed to the modified schedule to allow the City time to complete the required investigations and modeling. The same (significant) investment in field investigations, cleaning and maintenance is required for either Phase III scenario so the investment is not speculative, and it will provide O&M benefits by improving the effectiveness of the sewer and drain systems in the near term.









Gloucester Police Department

Memo

To:

Mr. Jim Duggan, Chief Administrative Officer

From: C

Chief Michael W. Lane

CC:

Date:

January 14, 2010

Re:

Special Budgetary Transfer Request

Enclosed please find a Special Budgetary Transfer Request to move \$28,763.11 from the Police Uniform Allowance Account (Ordinary Expense) to the Police E911 Protocol Overtime Account (Personal Services). The uniform allowance is now included in hourly base pay rates. The funds are required to backfill vacant shifts on overtime for three new patrolmen that are attending the police academy Until May, 2010.

Let me know if you have any questions or comments.

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2010

******INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:				<u> </u>	POLICE			
TRANSFER # 10- -	20	DATE:	1/20/2010	BALANCE	IN ACC	COUNT	\$29,263.11	
(FROM) PERSON	AL SEF	RVICES	ACCOUNT#:		Unifund A	cct #		
(FROM) ORDINA	RY EXF	PENSE A	CCOUNT#:		Unifund A. 101000.		00.0000.00.000.00.054	
					General Account De	Fund-Police	Uniform	
EXPLANATION O	F SURI	PLUS:	Patrolm	en uniform a	allowand	ces		
(TO)PERSONAL	SERV	ICES AC	COUNT#:		Unifund A 101000.		20.0000.00.000.00.051	
(TO) ORDINARY	EXPE	NSE AC	COUNT#:		Unifund A	.cct #		
				•	Police-L	Iniform, Ove	ertime E911	
ANALYSIS OF NE	ED(S):	25.501.131.2	actual patrolr ttending the	nen overtim Police Acad	e to cov emy uni	er shifts c til May 20	of three new hires 10.	
TOTAL TRANSFER AI	TNUON	\$28,763	3.11	NEW BALAN	NCE IN A	CCOUNTS	AFTER TRANSFER	
				FROM ACC	DUNT:	\$5	00.00	
			ſ	TO ACCOU	NT:		***************************************	
APPROVALS: DEPT. HEAD:		Kelun	l Wan			DATE:_/	1-27-10	
ADMINISTRATION: _	V Lar	DJ1 - 16	inh_	The second section of the second seco		DATE:_	1/27/10	
BUDGET & FINANCE:						DATE: _	1	
CITY COUNCIL:				White and the second se		DATE:		



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930 OFFICE OF THE ASSESSORS

TO:

Mayor Carolyn Kirk

FROM: Nancy Papows, NP

Principal Assessor

RE:

Supplemental Appropriation

DATE: January 11, 2010

Jim Duggan,

Chief Administrative Officer

Mayor's Office

I have prepared a supplemental appropriation form in order to request a transfer of funds from the Assessors Triennial Recertification Stabilization fund to the Assessors Re-Valuation Program account in the general fund. This stabilization fund was established in Fiscal Year 2009 for the purpose of budgeting for the Triennial Recertification on an annual basis. The transfer of the budgeted funds is being requested at this time so that work associated with the FY 2011 Triennial Recertification may commence. Thank you.

CITY OF GLOUCESTER

SPECIAL BUDGETARY REQUEST- SUPPLEMENTAL APPROPRIATION FISCAL YEAR 2010

*****CITY COUNCIL APPROVAL- VOTES NEEDED 6 *****

AUDITOR'S INSPECTION

DEPARTMENT REQUESTING APPROPRIATION: Department of Assessing

	ate from Assessors Trienpratice	cerdication Stationzacion Fund Lacrateria
	294019,10,991,59600,0	000.000.000.059 \$ 66,000 .00
	Balance Before App	propriation [66,600.00]
	Balance After Appro	priation [0.00]
Accounts in need of A	Appropriation:	
	Assessors Re-Valuation P	rogram
	101000.10.141.57840.00	000.00.000.00,057 \$ 66,600.00
	nd FY2011 Triennial Recertification PROPRIATION AMOUNT:	\$ 66,600.00
APPROVALS:	_	
DEPT. HEAD:	ancy O Grows	DATE: <u>January 11, 2010</u>
ADMINISTRATION:	aw A dish	DATE: 1/26/10
BUDGET & FINANCE		DATE:
		•

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780

FAX 978-281-9822

pdench@gloucester-ma.gov

CITY OF GLOUCESTER FIRE DEPARTMENT

MEMORANDUM

RECEIVED

Mayor's Office

Date:

January 14, 2010

To:

Mayor Carolyn Kirk

From:

Phillip S. Dench, Fire Chief

Subject:

Mass Decontamination Unit Grant

Mayor Kirk,

Please include in your next Mayors Report.

I am requesting the City accept a grant from the Massachusetts Department of Public Health and the federal Health and Human Services Department in the amount of \$2,000.00. There are no match requirements for this grant.

Seventy two fire departments in the Commonwealth have been assigned Mass Decontamination Units and are being asked to participate in the program. The money is made available annually for maintenance and joint training between the fire department and the local hospital (Addison Gilbert Hospital).

In 2003, the Gloucester Fire Department accepted a Mass Decontamination Unit. That year we trained on the setting up and use of this unit. The unit (which looks like a large contractor's trailer) has been stored in the West Gloucester and to the best of my knowledge has not been set up since. The funding is being made available to insure that this unit is maintained in a state of readiness in the event of a large scale contamination of any sort. It is part of the DPH program for hospital preparedness.

The five conditions of the grant are that:

- 1. We will cooperate with the hospital in training Fire Department personnel in the hospital's plan for MDU use.
- 2. Train hospital staff in the set-up and use of the MDU: and include in-hospital training of Fire Department personnel, to familiarize them with the hospital's equipment and procedures.
- 3. Conduct an annual MDU exercise with full involvement of the hospital in those exercises.
- 4. Conduct maintenance and resupply of the MDU (as per written agreement with the hospital.
- 5. During this agreement period, provide reporting of training activities and provide after action reports of full field MDU exercises. These reports will be forwarded to the Hazardous Materials Response Division of the Massachusetts Department of Fire Services in Stow, Massachusetts.

I am including a copy of the Memorandum of Understanding between the Gloucester Fire Department and Northeast Health Systems (AGH). This agreement was originally signed on May 1, 2003 and reviewed and signed on January 12, 2010 by Fire Chief Phil Dench and Barbara McCarthy, Risk Management Director of Northeast Health Systems.

I will be available for questions from the City Council.

MEMORANDUM OF UNDERSTANDING

Agreement entered into on May 1.2003 by and between the Gloucester Fire Department (GFD), Gloucester, MA and the Addison Gilbert Hospital (AGH), Gloucester MA. regarding a Mass Decontamination Plan.

These two parties hereby agree as follows:

- 1. A GFD Decon Company for AGH is established by the GFD. This GFD Decon Company will be trained and equipped with a Mass Decontamination Unit (MDU) through the Massachusetts statewide Mass Decontamination Plan.
- 2. The MDU will be kept on or in the GFD property and the GFD will ensure that the MDU is kept fully equipped and supplied, and maintained in operational order. GFD will maintain the MDU's registration and insurance.
- 3. The AGH and GFD will prepare a mutually agreed upon activation protocol (through GFD dispatch center) for the Mass Decontamination Plan. The protocol will include a mutually agreed upon specific site and/or alternate sites on the AGH campus for placement of the MDU. AGH will include in the plan a site security protocol (facility lock-down, traffic, & ambulance flow).
- 4. When the GFD is notified of the occurrence of a HAZ MAT or terrorist incident requiring decontamination of victims, the GFD MDU will be dispatched immediately to either the site of the incident, especially if it involves multiple victims, or to the AGH in order to establish Mass Decontamination at the hospital for victims who self-transport to AGH without prior decontamination. The GFD will be responsible for transporting the MDU from its storage site to the AGH site. If two units are needed, the incident commander will determine the deployment priority for the GFD MDU, request mutual aid dispatch of a second MDU and direct the deployment as necessary.
- 5. GFD will notify the AGH (Switchboard) that the MDU is being dispatched to the hospital.
- 6. AGH will prepare the MDU site. AGH will control the site access.
- 7. The GFD Decon Company will set up the MDU at the AGH site. AGH personnel will assist GFD Decon Company with set up of the MDU as necessary.
- 8. The GFD Decon Company will operate the MDU, performing Mass Decontamination on any self-transported victims to the AGH. AGH Decon Team members are trained at First Responder Operational level (Level C PPE) and will act in a support role for MDU decontamination procedures. Note: AGH Decon Team is not trained in SCBA...
- 9. AGH will reimburse the GFD for the replenishment of supplies used during a Mass Decontamination performed at the AGH, such as coveralls for decon patients, fuel for the water heater, cleansing soap, or bags, when the GFD cannot identify a responsible party for the HAZ MAT incident.
- 10. AGH will reimburse the GFD for the replenishment of supplies, such as coveralls for decon patients, fuel for the water heater, cleansing soap, or bags, used during training drills at AGH for a Mass Decontamination drill.

This agreement is based entirely upon the mutual covenants contained herein. Any party giving (30) days written notice may terminate the agreement at any time.

GFD and AGH agree that this agreement will be reviewed after each three (3) year period. Reviewed: Jan 12, 2010

PKilip Denck

Chief

Gloucester Fire Department

Barbara McCarthy

Director, Risk Management

Northeast Health System

Gloucester Committee for the Arts Gloucester City Hall Gloucester, MA 01930

January 18, 2010

RECEIVED

JAN 13 2010

Mayor Carolyn Kirk Gloucester City Hall Gloucester, MA 01930 Mayor's Office

RE: National Endowment for the Humanities – Grant for Condition Assessment of City Hall Murals

Dear Mayor Kirk,

The Gloucester Committee for the Arts is pleased to report that we have been awarded a \$2500 grant from the National Endowment for the Humanities to conduct a condition assessment of the WPA murals in City Hall. I am enclosing a copy of the award letter and attachments. There is no match required for this grant and we are prepared to initiate the project. The grant provides funds for a professional evaluation of the murals by Peter Williams, a consultant chosen by our Committee after reviewing credentials and quotes from three art conservators.

Please forward this request to the City Council to accept the funds for the City so that we may begin this work.

We welcome this opportunity to continue our work on stewardship of the murals, increasing public awareness and ensuring appropriate conservation and preservation of this artistic legacy.

Thank you.

Sincerely,

Dale T. Brown, Treasurer



NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, DC 20506

December 3, 2009

Dale T. Brown Committee for the Arts, Treasurer Gloucester Committee for the Arts c/o Mayor's Office City of Gloucester; 9 Dale Avenue Gloucester, MA 01930

Ref: PG-50884-10

Dear Dale Brown:

I am delighted to inform you that the National Endowment for the Humanities has awarded a grant of \$2,500.00 in support of your project. Your application was considered carefully during the NEH review process, which includes peer review and specialist review along with deliberation by the National Council on the Humanities and the Office of the Chairman.

In addition, I am especially pleased to inform you that your project has been designated a National Endowment for the Humanities "We the People" project and is being supported in part by funds the agency has set aside for this special initiative. The goal of the "We the People" initiative is to encourage and strengthen the teaching, study, and understanding of American history and culture through the support of projects that explore significant events and themes in our nation's history and culture and that advance knowledge of the principles that define America. I anticipate that your project will contribute significantly to this effort.

I enclose the official notice of action from the NEH Office of Grant Management, which provides information on the grant period and the terms and conditions that apply to your project. Please review this material carefully. Address your questions either to the grants administrator or to the program officer whose names appear on the second page of the award notification.

Congratulations on your award. I wish you every success.

Sincerely,

James A. Leach

Chairman

Enclosures

OFFICIAL NOTICE OF ACTION

National Endowment for the Humanities

Award Recipient Action Taken: Award Date Of Action: 12/03/2009 City of Gloucester ID Number: PG-50884-10 Institutional Grant Administrator: Award Period: From: 01/01/2010 Thru: 06/30/2011 Dale T. Brown (255953) Committee for the Arts, Treasurer **Award Amounts** Federal Matching Funds Gloucester Committee for the Arts c/o Mayor's Office Outright \$ 2,500.00 Amount City of Gloucester; 9 Dale Avenue Federal Match Offered \$ 0.00 \$ 0.00 Gloucester, MA 01930 Other \$ 0.00 Offer Expires Project Director: Dale T. Brown (255953) Total Awarded \$ 2,500.00

Project Title:

Assessment of WPA Mural Collection in Gloucester City Hall

Remarks:

All terms and conditions that apply to this award will be considered acceptable unless a written objection is submitted within thirty days of the date of this notice. The first request for payment will indicate the recipient's acceptance of the award.

The administration of this grant and the expenditure of funds are subject to the NEH General Terms and Conditions for Awards to Organizations (May 2009). This document incorporates by reference the uniform administrative requirements for Grants and Cooperative Agreements to State and Local Governments (45 CFR Part 1174), the audit requirements of OMB Circular A-133, and the cost principles of OMB Circular A-87 (2 CFR Part 225).

This award was funded by the NEH program described in CFDA section 45.149

NEH Office of Grant Management Official

for Susan G. Daisey

Director, Office of Grant Management

Award Recipient

BASIS OF AWARD

This grant is made in support of the activities described in the application. The project that is carried out with these grant funds must be consistent with this application.

ENDOWMENT ADMINISTRATION OF THE AWARD

This grant has been funded by the Division of Preservation and Access. Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed to this division or by e-mail to preservation@neh.gov. Questions about the regulations that apply to the grant or extensions of the grant period should be addressed to Barbara Tatge of the NEH Office of Grant Management or by e-mail to btatge@neh.gov.

SPECIFIC TERMS AND CONDITIONS

The budget submitted with the application is approved. As long as the scope or objectives of the
project are not changed, <u>you do not need to ask for NEH approval to transfer funds between
budget categories</u>. For further information, see Article 11 ("Budget Revisions") of the General
Terms and Conditions for Awards to Organizations.

If the costs associated with your consultant's visit are less than projected in your budget, you may apply any unspent funds to the purchase of basic preservation supplies recommended by your consultant.

- 2. The award period shown on the Official Notice of Action is the span of time during which the grantee must undertake project activities and incur expenses chargeable to the grant.
- 3. The due dates for the required financial and performance reports for this award appear on the last attachment to this document. All reports must be submitted electronically via "eGMS", the NEH's online grant management system located at https://securegrants.neh.gov/eGMS/.

All NEH project directors and institutional grants administrators are assigned eGMS accounts, and their account numbers are shown next to their names on the attached Official Notice of Action.

When accessing eGMS for the first time, enter the account number provided and click the **Reset Password** button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the above eGMS site.

4. Final financial and performance reports will be due ninety (90) days after the award ending date, or may be submitted earlier if the project activities are complete. The OMB Standard Form 425, Federal Financial Report (FFR) is required for submission of the final financial report. This form (which can be completed online) and the instructions are available at the eGMS site listed above.

The performance report should briefly describe the project activities and discuss the immediate and long-term impact of the grant on the institution's ability to preserve its holdings. Refer to NEH Performance Reporting Requirements (http://www.neh.gov/manage/enclosure2.html) for further instructions.

5. All materials publicizing or resulting from grant activities must contain an acknowledgment of NEH support. The acknowledgment must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily reflect those of the National Endowment for the Humanities." Two copies of all grant products should be forwarded to the Endowment as soon as they are available.

This project has been designated a We the People project. All materials publicizing or resulting from grant activities designated under the NEH's We the People initiative must contain an acknowledgement of NEH support. The appropriate means of acknowledging NEH support is described above.

If you so choose, you may also acknowledge in your materials your project's recognition as a *We the People* project. For information about appropriate text and graphics, please contact the Division of Preservation and Access at preservation@neh.gov.

6. To receive payment of grant funds, the institutional grant administrator shown on the Official Notice of Action should complete the ACH Vendor/Miscellaneous Payment Enrollment Form (available at http://www.neh.gov/grants/guidelines/pdf/NEH-ACH-form.pdf), print a copy for signature by the certifying official, and fax to the NEH Office of Grant Management at (202) 606-8633; OR scan the signed copy and e-mail to grantmanagement@neh.gov. Your NEH-assigned grant ID number (beginning with PG-) must be on the form (under "Agency Information") for prompt payment of your request.

SUBMISSION OF THE COMPLETED ACH VENDOR ENROLLMENT FORM WILL INDICATE THE GRANTEE'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AWARD.

The following is a listing of the due dates of the reports required for this grant. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

Report	Due Date	Period To Be Covered		
Final Performance	09/30/2011	01/01/2010	to 06/30/2011	
Final Financial	09/30/2011	01/01/2010	to 06/30/2011	

All reports must be submitted electronically via "eGMS", the online grant management system located at https://securegrants.neh.gov/eGMS/.

All NEH project directors and institutional grants administrators are assigned eGMS accounts, and their account numbers are shown next to their names (in parentheses) on the attached Official Notice of Action.

When accessing eGMS for the first time, enter the account number provided and click the RESET PASSWORD button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the above eGMS site.



NATIONAL ENDOWMENT FOR THE HUMANITIES ONLINE AWARD MATERIAL FOR AWARDS TO ORGANIZATIONS

http://www.neh.gov/manage/index.html

Information needed to manage your NEH award and request payment is available through our web site at the address above, or simply go to www.neh.gov and click on "Grant Management."

Online award materials include:

Publications

- General Terms and Conditions for Awards to Organizations
- Federal Matching Fund Guidelines
- Financial Reporting Requirements
- Performance Reporting Requirements
- Program Income Policy Statement
- NEH Research Misconduct Policy
- Code of Ethics for Projects Related to Native Americans
- Administering your NEH Challenge Grant
- Challenge Grant Audit Guidelines
- The Office of Management and Budget (OMB) Circulars for Educational Institutions and Non-Profit Organizations (A-21, A-110, A-122, and A-133)
- The Office of Management and Budget (OMB) Circulars for State and Local Governments (A-16, A-87, A-97, A-102, and A-133)
- Requirements for Grant Recipients that Serve as Sponsors of Projects
- Labor Standards

Forms

- Request for Advance or Reimbursement (Standard Form 270)
- Federal Financial Report (Standard Form 425) and Instructions
- ACH Vendor/Miscellaneous Payment Enrollment Form
- NEH Budget Form
- Sample Sponsorship Agreement
- Certification of Matching Gifts for NEH Challenge Grants Form
- Assurances as to Labor Standards
- Organizational Survey

Go to http://www.neh.gov/manage/index.html and click on the desired item to open it, review it and/or complete it online, print out a hard copy, and/or save it to your own computer. You can also use the "Find" or "Search" function of your browser to locate specific words or phrases in the publications.

Please provide copies of this announcement to all staff working on this NEH award.

If you have questions about the content of these materials, please contact the NEH Office of Grant Management at grantmanagement@neh.gov or at (202) 606-8494. Technical questions about the website should be addressed to webmaster@neh.gov.

Public Works 28 Poplar Street Gloucester, MA 01930



TEL 978-281-9785

FAX 978-281-3896

mcole@ci.gloucester.ma.us

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

TO: Michael Hale, DPW Director

FR: Mark Cole, Operations Manager

DT: January 20, 2010

SUBJ: Everett J. Prescott Purchase Order

I have two invoices from Everett J. Prescott, Inc that we are unable to pay as they have exceeded the amount of the purchase order. Invoice #4181920 in the amount of \$1,645.35 and Invoice #4194172 in the amount of \$784.95 are for materials ordered by John McKeown back in November of 2009.

Would you please refer this matter to the City Council for authorization to pay Everett J. Prescott, Inc \$2,430.30 from account 610000.10.450.54320.



EVENETT STRESHOLTH, INV.
HOME OFFICE
32 PRESCOTT STREET
P.O. BOX 600
GARDINER, MAINE 04345
TELEPHONE (207) 582-1851

METER & BACKFLOW SERVICES
210 SHEEP DAVIS ROAD, CIONCORD, MH CORD 1
(603) 224 8425 FAX (603) 224-3842

P.O. Box 600 Gardosej, ME 04345 (207) 582-5019 FAX (207) 582-9118

ESSENSE ANDRES	
energy Service	
STEPPER	

	4181920	80/01/1	500.4		ULU
PAGE NO	ON ≣OIO}NO	INVOICE DATE	PACKING SLIP NO.	CUSTOMER NO.	WAREHOUSE

**************************************	070
	WAREHOUSE

NAVOICE DATE	SHIPPING METHOD	The state of the s
WAREHOUSE SEAM EJP Middleton, MA 152 No. Main Street Rte 114 MAREH Middleton, MA 01949-0000 2 Telephone: 978-777-7738 O SMRTO ZITY OF GLOUCESTER MASS POPLAR ST GLOUCESTER, MA (930)	JOB NO SLS DATE DUE DATE SHIPPED	
WAREHOUSE DEA 162 162 R te M 14 55	JOB NAME JOB NO	
TEAM EUP Middleton, MA E.J. PRESCOTT INC. P.D. BOX 350002 BOSTON, MA CITY DF GLOUCESTER MA CITY HALL DALE AVENUE GLOUCESTER, MA	CUSTOMER PO. NO.	

SOLD TO >

REMIT 10 >



32 PRESCOTT STREET P.O. BOX 600 GARDINER, MAINE 04345 TELEPHONE (207) 582-1851 EVEREIT J. PRESCUTT, INC. HOME OFFICE

METER & BACKFLOW SERVICES
PROSIEEP DAVIS FROM, CONCORD, NA 102101,
SONY 224 BASS FAX FROM 201, 204, 204,

WAREHOUSE DE AM EUP Middleton, MA

Eur Middleton,

TEAM ر اندا

> HENEL <u>۱</u>

P.O. Box 600 Gardinor, ME 04345 (207) 562-5013 FAX (207) 562 9118

U CONTRACTOR OF THE CONTRACTOR

4194172 040 是212号12号 11/16/09 455 NVOICE NO. INVOICE DATE PACKING SLIP NO. Ş Щ PAGE NO.

INVOICE
ORIGINAL

764.90

784. 95000

MU

12X6 58 TAP SLEEVE 1316-1356

'RODL(ef NUMBER AND ITEM

40002 06RM

EXTENDED AMOUNT

GOH,

0 101 00 00 00

V 日本·

TAX 6.250

AMOUNT

THANK YOU FOR YOUR BUSINESS! WE ARE DOING ALL WE CAN

60000.10.450.54220

P.O. 1000076

TO KEEP PRICES FAIR IN THIS UNCERTAIN ECONOMY.

THE PRICES ARE BASED ON 30 DAY PAYMENT YOUR HELP IS

(18% per annum) will be added to past due accounts. A service charge equivalent to 1.5% per month

FREIGHT

Other

SEE CONDITIONS OF SALE AND A PAYMENT TERMS ON REVERSE TO SIDE, TO INSURE PROPER CREDIT. PLEASE INDICATE INVOICE NUMBER AND AMOUNT ON REMITTANCE DOCUMENT, AND PROVIDE COPIES OF ANY INVOICES WITH CHANGES OR EXCEPTIONS.

MAN

--- EMPLOYEES OF

APPRECIATED

MEEDED AND

in tr

784.

PACKING SLIP N CUSTOMER IN WAREHOUSE	738 ORIGII	SHPTO Zustomer Pitkup AMEDUE DATE SHIPPED CLUBORG META	Pickup
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1949-00 8-777-7	ustomer F I DATE SHIPPED	7 11/16/
watercose verm ror middleton, MA 162 No. Main Street Rie 114	Telephone: 978-777-7738		12/16/0
	2 2	SLS.	140
162 No.		OB NO.	
	02241-0502	STER MASS O1930	
TO> E.J. PRESCUTT INC. P.G. BOX 350002 BOSTON, MA		SOLD TO SOLD OF GLOUCESTER MASS CITY HALL DALE AVENUE GLOUCESTER, MA CUSTOMER RO. NO. JOB NA	1000076



GLOUCESTER CITY COUNCIL 2010

COMMUNICATION

RECEIVED: 01/28/2009 NUMBER: COM2010-006

NUMBER OF PAGES: 1

SUBJECT: Memo from Mayor re: Gloucester School Committee

FY11 Budget Guidance

City Hall Nine Dale Ave Gloucester, MA 01930



TEL 978-281-9700 FAX 978-281-9738 ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester School Committee

R: Mayor Kirk

RE: FY H Budget Guidance

DT: January 27, 2009

ce: Jackie Hardy, City Council President Christopher Farmer, Superintendent

Each year my Administration provides early guidance to the School Committee on what the Committee might expect for a budget appropriation in the upcoming fiscal year.

Based on what we know today, the Administration anticipates an FY11 school department appropriation in the amount of \$36,245,881 which is a \$474,000 increase over FY10.

The basis of this guidance is as follows:

- 1. The total new revenue forecast for FY11 is \$1,788,000 which is comprised of the following:
 - a. New Growth: \$500,000
 - b. Prop 21/2 Levy: \$1,418,000
 - c. Meals Tax: \$350,000
 - d. Reduction in State Aid: \$480,000*

*NOTE: Although the Governor has indicated in the House 2 budget that all local aid will remain flat, House Ways and Means Chairman Murphy at the MMA Conference announced that may not be possible. Our estimate is for a 5% reduction in state aid.

- In keeping with my Administration's policy, the Administration is allocating to the school department 50% of the new revenue (\$894,000) MINUS increases in school fixed costs. These include:
 - Increased school debt load which is estimated at \$220,000 at this time;
 - Vocational school increases are not yet available but are anticipated to reach as high as \$200,000 as was the
 case in FY09. However, FY10 vocational expenses were level making this number difficult to predict.
 - Early indications are that there is no increase in retired teachers health insurance and in fact there are some savings which will be set aside to fund deficit school accounts.
- 3. The bottom line resulting net new appropriation available for the school department is \$474,000.

As budgets come into focus over the coming months, the net new appropriation could become more favorable, i.e., vocational education may not come is as high or local aid may not be cut, however, given uncertainties, the Administration cautions a conservative approach at this time. The School Committee will be updated as new information becomes available.